

JOB OPPORTUNITY ANNOUNCEMENT

DLA HUMAN RESOURCES

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Agency Announcement Number: CPMS-04-907

Opening Date: 12/18/2003

Closing Date: 1/5/2004

Position: Supervisory Human Resources Specialist (Labor Relations), GS-0201-14 **Salary:** \$81,602.00 - \$106,086.00 Per Annum

Note(s):

Applications MUST be received by the closing date of the announcement in order to be considered.

If claiming job-related education and/or training, please include college semester/quarter hour and training classroom hours.

Ranking of eligible promotion candidates to determine the highly qualified will be accomplished by comparing each candidate's KSAs to the following elements which are essential for satisfactory performance in this position. NOTE: All competitive candidates must address the KSAs separately (on plain bond paper) and attach them to the application package. Failure to do so will result in lost consideration.

A one year supervisory probationary period will be required, if the selectee has not previously met this requirement.

Organization/Location:

DHRA, Civilian Personnel Management Service (CPMS), Field Advisory Services Division, Labor & Employee Relations Branch, Contract Review Section / ROSSLYN, VA

Who May Apply: All current appointable federal employees, reinstatement eligibles, DVAAP eligibles (30% or more compensably disabled veterans), persons eligible for appointment under the Persons with Disabilities Program and preference eligibles or veterans who have been separated from the Armed

Forces under honorable conditions after 3 years or more of continuous active service (VEOA eligibles) may apply.

Major Duties: Serves as Chief, Contract Review Section. Plans short and long term work assignments, distributing work and ensuring a balanced workload among subordinates. Oversees projects and programs, resolves work problem presented by subordinates, interprets policies and procedures, develops goals and objectives for section, and makes decisions on work-related issues. Serves as a senior technical authority in assigned areas. Makes substantive recommendations on policies, positions and procedures; works closely with staff and other sections in providing consistent, accurate advisory services to DoD community. Analyzes laws, government-wide regulations, rules, DoD policies and case law precedent in order to translate regulation into program goals and services, and provide customers timely and comprehensive responses that support mission accomplishment. Provides leadership in developing programs, assessing and evaluating current procedures, and review and approving program plans and recommendations submitted by subordinate staff. Provides advice and guidance on Department-wide initiatives such as the DoD Best Practices and National Security Personnel System initiatives. Develops and implements a Quality Review program designed to ensure that advice and guidance provided to the field is both accurate and consistent, and supported by law, rule and regulation. Maintains liaison with OPM, Office of the Deputy Under Secretary of Defense (Civilian Personnel Policy), and DoD components with regard to the operation of the DoD contract review program. Reviews and oversees review of all DoD labor agreements recommending approval, disapproval or modification of the agreement. Establishes and maintains a relationship with national level of labor organizations to promote understanding of the DoD Labor-Management Relations programs; to gain understanding of the labor organizations' policies, goals and objectives; and to maintain an awareness of any and all development in the labor union community that might have a bearing on existing or future relationships and DoD directions.

Conditions of Employment:

PCS: Not Authorized

Overtime Work: Occasionally

TDY Travel: Occasionally

Tour of Duty: Set Time

Fair Labor Standards Act: Exempt

Supervisory Probation: Yes

Incumbent Subject To Rotation: No

Bargaining Unit Position: No

Security Requirements: Non-Critical Sensitive

Drug Testing Designated Position: Not Required

Financial Statement Filing: Not Required

Selective Service: Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service

registration prior to initial appointment. Failure to comply may be grounds for withdrawal of an offer of employment or dismissal after appointment.

Qualification Requirements: Applicants must have one year specialized experience at least equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position to be filled. Applicants must have served one year at the next lower grade level to meet OPM time-in-grade requirements.

Evaluation Factors:

Performance Appraisal Point Value: 20

Education, Training, and Self-Development Point Value: 15

Experience Point Value: 60

Awards Point Value: 5

Total Points: 100

Method of Ranking/Rating: Applicants competing for promotion will be given a score on each evaluation factor. The combined score on all evaluation factors will be used in ranking candidates to determine their relative standing. **EVALUATION CRITERIA AND CERTIFICATION:** Applicants within the area of consideration must meet eligibility requirements including time-in-grade, time-after-competitive appointment, and minimum qualification requirements by the closing date or other time frames as provided for in Defense Acquisition Workforce Improvement Act (DAWIA) regulatory material, if applicable. Evaluation will be based upon information contained in the application. Reference is not made to the Official Personnel Folder except to verify information. It is the responsibility of the applicant to provide the required documentation when submitting their application. Failure to submit required documentation will result in lost consideration.

Knowledge Skills and Abilities:

1. Knowledge of laws, regulations, policies and guidance governing Federal Labor Relations issues in order to develop, interpret and analyze policy and procedural proposals that affect the DoD community and to serve as a senior advisor to DoD community on labor relations matters.
2. Skill in written and oral communications, including formal presentations...in order to present, defend and convince high ranking departmental officials, congressional aides, senior officials in the Defense components and representatives of other government agencies of recommended legislative, policy, procedural, and regulatory proposals.
3. Ability to effectively represent DoD on working groups and at meetings with senior officials of other agencies within and outside DoD...in order to resolve issues, advise, explain, negotiate, justify and defend DoD civilian personnel

policies, goals and objectives.

4. Ability to supervise in order to direct, oversee, implement and manage programs and resources.

Reasonable Accommodations: This agency provides reasonable Accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision to grant reasonable accommodation will be determined on a case-by-case basis.

If Submitting by Mail:

Customer Support Office Columbus
(CSOC)
ATTN: CSOC-HQ
P. O. Box 182662
Columbus, OH 43218-2662

If Submitting by FedEx:

Customer Support Office Columbus
(CSOC)
ATTN: CSOC-HQ, BLDG 11, SEC 4
3990 E. Broad Street
Columbus, OH 43213

*If you have any questions or comments regarding this announcement, please
contact:*

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